



*2707 Park Place Lane, Janesville, WI 53545*  
*Phone: 608-755-0000 Fax: 608-756-2121*

## **Welcome Home!**

Dear Prospective Resident:

We are happy that you have chosen your new home with Woodsvew Apartments, professionally managed by Hovde Realty, Inc.

In order to apply for an apartment with us, we require a completed application and \$20.00 non-refundable application fee per person. If you require a co-signer, an additional \$20.00 non-refundable application fee will apply.

Applications are processed in the order in which we receive them and the apartment is leased to the first qualified applicant. Please review the attached qualification standards.

**All adults who will be occupying the apartment must complete an application and qualify.**

Applications are processed as quickly as possible. You can expect the process to take 24 to 48 hours. In some cases, it could take longer depending on the availability of the references.

Thank you for choosing Woodsvew Apartments.

Sincerely,

Dawn Fogle  
Community Manager  
Woodsvew Apartments

# RENTAL CRITERIA

**OCCUPANCY STANDARDS:** Occupancy standards are no more than two people per bedroom.

One bedroom – no more than two people.

Two bedroom – no more than four people; no more than three unrelated adults.

Three bedroom – no more than six people; no more than five unrelated adults.

**INCOME:** Gross income must meet or exceed three times the monthly apartment rental rate. You must be employed at your current job for six months.

**PREVIOUS HOUSING:** We must obtain a minimum of two years of previous housing. This would include mortgages. If any eviction action has ever been filed against you, your application will be denied. A negative reference from a prior landlord could cause your application to be denied.

*\*Military personnel whose previous addresses were military housing are exempt from the two year requirement.*

**CREDIT HISTORY:** A credit score of 650 or higher is required. If you owe any money to a previous landlord, your application will be denied. If you have previously owned a home and a foreclosure action has been filed, your application will be denied. If you have been sued in the last five (5) years in an attempt to obtain a money judgment, your application will be denied. If you have a money judgment against you that is older than five (5) years, you must have proof of satisfaction before your application will be considered.

**PETS:** Pets are not allowed unless authorized in writing, prior to getting the pet. All pets will require proof of licensing before authorization will be granted. Dog owners will also require proof of vaccinations and rental insurance before authorization will be granted. The purebred dog breeds that are not allowed:

German Shepherd

Pit Bull

Rottweiler

Great Dane

Doberman

**GUARANTOR(S):** If you do not meet our criteria in terms of income, credit history or housing, we may allow for a co-signer to guarantee the apartment, at our discretion. The guarantor must fill out all application documents and must fully qualify on all criteria.

**CRIMINAL BACKGROUND:** Your application may be denied based on conviction records if the circumstances of the offense bear a substantial relationship to your tenancy. This means that a reasonable person has a justifiable fear for the safety of the property, office staff or other residents. A co-signer will not be accepted to offset conviction records.

\*If we are unable to verify the information on your application, your application may be denied. If you have misrepresented any information on your application, your application will be denied.

If your application is denied, do you wish to receive a written explanation for the denial? (please check one)

Yes       No

I certify that I have read and understand the above rental criteria.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

How did you hear about us: \_\_\_\_\_

E-mail address: \_\_\_\_\_